



# CITY OF ATLANTA

## Job Announcement

### ADMINISTRATIVE ASSISTANT

**STARTING SALARY: \$29,231**

**SALARY GRADE: 11**

**Applications Accepted From: February 6, 2006 until February 10, 2006**

#### **Minimum Job Requirements**

Persons applying must have an Associate's degree in Secretarial Science, Business or Public Administration and two years of secretarial or general administrative experience; or an equivalent combination of education, training and experience which provides the requisite knowledge, skill and abilities for this position.

#### **Duties of the Job:**

This employee performs administrative functions and provides general support for assigned area. Prepares and maintains departmental files; ensures that files are kept current and readily accessible; processes/posts and maintains logs and reports that must be signed or initiated; maintains confidentiality of reports, documents and correspondence of the assigned department and City Hall. Directs and evaluates assigned staff; assigns work and provides assistance/guidance/training; prepares and/or generates routine correspondence, letters memoranda, forms, reports and other documents; prepares and/or generates specialized reports, e.g., statistical reports, financial reports, consolidated reports, etc.; receives employee timesheets; prepares payroll information and maintains records; performs other duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday  
Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303  
Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent.**

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APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

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**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING & EXPERIENCE.**